



FILE & SERVE

- Began – November 2011
- Completed – June 2013

Odyssey

October 9 th	Mini-Pilot	Criminal	Subsequent
November 20 th	Pilot in 7 th Circuit	Criminal	Subsequent
January 29 th 2014	Statewide	Criminal	Subsequent
March 2014	Pilot	Civil/Non-Juv	Subsequent
June 2014	Statewide	Civil/Non-Juv	Subsequent
August 2014	Pilot	Civil/Non-Juv	Initial
October 2014	Statewide	Civil/Non-Juv	Initial
November 2014	Statewide	Criminal	Sub/Universal
January 2015	Statewide	Civil/Non-Juv	Sub/Universal
March 2015	Statewide	Civil/Non-Juv	Initial/Universal

Timeline

- Wednesday, January 29, 2014
- Criminal Subsequent Only

Statewide

- End of 2014
- Similar to Pacer

e-Access

- Paper on Demand

July 2014

- Stipulations -
 - 7 days to file Notice of Endorsement
- File up until 11:59 pm

Filings

- Can be filed
- Filed as non-docketable/not included on appeal
- File motion to make part of the record
- Local rules

Briefs

- Criminal Initial
- Sealed documents
- Discovery
- Administrative Records
- Proposed Orders – coming soon

Not filed

- Redaction
(original & redacted version)
- e-Signature
(include date)

Supreme Court Rule 13-12

- Webinars – Weekly
 - Wednesdays @ 2pm
- Self-Study training videos
- Users Guides
- FAQ
- Training Event for Civil Pilot

Training

- Used in Minnesota
- Used in North Dakota
 - Mandatory – July 2013
 - Increased 5,000 to 16,000 daily

Odyssey

- Set up and maintaining
Users/Attorneys
- Passwords
- Payment Accounts
- Recommend - 2 admins

Firm Admin

- 1 email = 1 account
- 2 firms = 2 email accounts

Firms

- Check popup blockers
- Silverlight required
 - MS version of Adobe Flash
- IE 11 **not** compatible
 - Use Firefox/Chrome
- Macintosh compatible
- iPad available 2014 Q2

Compatibility

- UJS Support
Limited to Email request
- Use Form on Site
Include requested information

F&S Support



The State of
South Dakota

MESSAGE OF THE DAY

Welcome to South Dakota's File & Serve Portal

Email Address

Password

☐ Keep me logged in

Forgot Password

UJS File & Server Assistance Request

Name:

Phone Number:

Available times for callback:

Case Number:

Envelope Number(if available):

Question/Inquiry:

Include Screen shot if possible:

Screen Shots HotKeys

Copy: Alt+PrintScreen

Paste: Shift+Insert OR rightClick -> Paste

LE

- [Email Us](#)
- [About Us](#)
- [Contact Us](#)
- [Frequently Asked Questions](#)

Self-study Online Training

- [Introduction](#)
- [Access and Registration](#)
- [Basic and Administration](#)

venient online training. To sign up to use the File and Serve Portal click "Register Now."
ing to accept service by electronic means and have a continuing obligation to update your

cases will be expanding to Pennington, Custer, Fall River and Shannon counties on **November**

www.sd.gov/s/EFileTrainingRegistration

CONTACT

Please email the UJS eSupport if you have questions:
UJSsupport@UJS.STATE.SD.US

Support is provided from 7:30 am to 6:00 pm CST.

Please include: Name, phone number, available times for callback,
question and screen shots, if possible.

[Assistance Request Form](#)

Assistance Request

- PDF only
- Save as searchable PDF
- Scanned docs accepted
- Color docs converted to b&w may be rejected as “Not legible”
- 300 x 300 resolution

Filed Documents

- Notification emails could be considered a SPAM attack by email provider
- Firm Admin ‘backup’ account

Things Learned



The State of
South Dakota

Email Address

Password

☐ Keep me logged in

LOGIN

[Forgot Password?](#)

[Register Now](#)

MESSAGE OF THE DAY

Welcome to South Dakota's File & Serve Portal

Please refer to the LEARN section below for user guides, FAQs and convenient online training. To sign up to use the File and Serve Portal click "Register Now."

Please remember that by signing up to use File & Serve you are agreeing to accept service by electronic means and have a continuing obligation to update your contact information, including a current e-mail address.

REGISTER FOR TRAINING:

The UJS File and Serve pilot project for subsequent filings in criminal cases will be expanding to Pennington, Custer, Fall River and Shannon counties on **November 20th**.

Register for attorney and staff training at: <https://www.surveymonkey.com/s/EFileTrainingRegistration>

Place: Adoba Eco Hotel

When: November 13th, am/pm training sessions

Please review the Learning and Training options below.

Click [here](#) for additional firm instructions.

LEARN

- [E-File User Guide](#)
- [Administrator Guide](#)
- [Quick Reference Guide](#)
- [Frequently Asked Questions](#)

TRAIN

Free Training Sessions

- [Web Conference Training Sessions](#)

Self-study Online Training

- [Introduction](#)
- [Access and Registration](#)
- [Basics and Administration](#)
- [Electronic Filing](#)

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[Assistance Request Form](#)

Powered by
 eduscore

Training – Signon Screen

? Odyssey File and Serve. The Help You Need for Successful e-Filing.

e-Filing References and Resources

For support information and regular updates regarding South Dakota e-Filing, please click the go button:

South Dakota Unified Judicial System



Find an Answer

- [e-File User Guide](#)
- [Quick Start Guide](#)
- [Administrator Guide](#)
- [Online Training](#)
- [e-File FAQs](#)
- [SC Rule 13-12](#)
- [Time Line](#)
- [E-Filing Document Codes](#)
- [Firm Admin - Adding Attorney to Firm](#)
- [Firm Admin - Adding New Users to Firm](#)
- [Firm Admin - Registering as a Firm Administrator](#)
- [Firm Admin - Setting Up a Payment Account as Firm Admin](#)
- [Independent User - Register Users into Existing Firm](#)

Ask Someone

I have a question about court procedures

Contact South Dakota Support



Name: South Dakota Unified Judicial System

Please include: Name, Phone Number, Available times for callback, Question and Screen shots if possible



Email: UJSeSupport@UJS.STATE.SD.US



Hours: Monday-Friday 7:30 am to 6:00 pm CST

Training – Help Screen

- Wednesday, January 29, 2014
- Criminal Subsequent Only

Statewide
